



Cowley College

REQUEST FOR PRICE BID/QUOTE NO:
2018-0001

REQUEST FOR PROPOSAL TITLE:
New Bus Graphics – 2018 NB Ultra Coachliner

ISSUE DATE:
July 3, 2018

SUBMISSION DUE DATE:
Monday, July 16
By: 4: 00 pm CST

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Provides general information on the objectives of this Request For Bid/Quote (RFB), procurement schedule and procurement overview.
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Provides a description of the project, product, or service requested that, while not comprehensive or complete in nature, will provide Cowley College with bids/quotes that can be easily compared.
- 3 Evaluation Criteria and Contents**
Describes how the bid/quote will be evaluated and the required content for the submission.
- 4 Proposal Instructions**
Describes the submittal instructions and communications

Attachment

- I Bid/Quote Certification**
- II Bid/Quote Sheet**
- III Warranty/Guarantee**

Section 1

Administrative Overview

1.1 INTRODUCTION

This is a Request for Bid/Quote (RFB) issued by Cowley College (hereinafter referred to as “Cowley College”) seeking bid/quotes for goods or services from vendors who provide such products or services.

1.2 AUTHORITY

RFBs must be submitted by persons authorized to commit the responding Vendor/Contractor to a procurement contract, agreement, or purchase/sale.

1.3 COSTS FOR BID/QUOTE PREPARATION

Any costs incurred in preparing or submitting a proposal shall be the Signage Contractor's sole responsibility.

1.4 DISQUALIFICATION OF PROPOSALS

Cowley College reserves the right to consider as acceptable only those bid/quotes submitted in accordance with all requirements set forth in this RFB and which demonstrate an understanding of the scope of the work. Any bid/quote offering any other set of terms and conditions contradictory to those included in this RFB may be disqualified without further notice.

A Respondent shall be disqualified and the bid/quote automatically rejected for any one of the following reasons:

1. The bid/quote shows any noncompliance with applicable law.
2. The bid/quote is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
3. The bid/quote has any provision reserving the right to accept or reject award, reserving the right to enter into a contract pursuant to an award, or contrary to those required in the solicitation.
4. The vendor/respondent is debarred or suspended.

1.5 ADDENDA TO THIS RFP

Cowley College may need to issue one or more addendum related to this RFB. Such addenda shall be added to the original RFB document and posted at www.cowley.edu. It shall be the responsibility of prospective Vendor/Contractors and other interested parties to familiarize themselves with the website and visit it regularly during the RFB process for updated information or addenda related to this RFP.

1.6 RIGHT TO WITHHOLD AWARDING OF CONTRACT

Cowley College reserves the right not to make award of this RFB.

1.7 FINAL CONTRACT/ PURCHASE ORDER

Cowley College shall not be responsible for work done, even in good faith, prior to Cowley College's execution of a final purchase.

1.8 INSPECTION OF PROPOSALS and CONFIDENTIAL INFORMATION

RFB may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed or purchase is made. Cowley College treats RFB as confidential until after the award is issued. At that time in which they become subject to disclosure under the Freedom of Information Act. Information marked as “Confidential” in any bid/quote shall be honored as such, to the extent allowable under the Freedom of Information Act. If respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the RFB. However, any such information is provided entirely at the respondent's own risk and Cowley College assumes no liability for any loss or damage which may result from Cowley College's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.9 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.10 FEE STRUCTURE/PRICING

The fee structure shall be as submitted on the Bid Sheet Form (see attached Excel Bid Sheet).

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Upon specific, written, case by case, authorization by an authorized representative of Cowley College, the chosen/awarded Contractor, from this proposal, shall have/shall not have the right to use the name of Cowley College as it client a) in any advertising, publicity, or promotion; or b) to express or imply any endorsement of entity's services.

1.12 IMMUNITY FROM LIABILITY

Every person who is a party to this agreement is hereby notified and agrees that Cowley College is immune from liability and suit for or from Signage Contractor's activities involving third parties and arising from any contract resulting from this RFP.

1.13 PREVAILING LAW

The terms and provisions of this RFP, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Kansas.

1.14 CONTRACT TERMINATION FOR CAUSE

Cowley College may terminate any resulting contract for cause by providing a Notice to Cure to the awarded Signage Contractor citing the instances of noncompliance with the contract.

1. The chosen/awarded Contractor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
2. If the Contractor and Cowley College reach an agreed upon solution, the Contractor shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
3. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by chosen/awarded Contractor, Cowley College reserves the right to terminate the agreement.

Section 2

Scope of Work and Services

2.1 BACKGROUND

Cowley College has purchased a new bus to provide transportation services for student activities, institutional training and to transport athletic teams. The bus will need a large vinyl design that covers part and/or the entire body of the vehicle.

2.2 OBJECTIVES

The objective is to provide the new transportation vehicle with updated graphics within the parameters of brand cohesiveness and promotional standards for the institution.

2.3 DESIGN REQUIREMENTS

Cowley College Marketing will create the final design to be applied by the vendor. Provided with this Request for Quote are the size specification for the vinyl wrap to be applied to the vehicle by the vendor along with a preliminary design option created by the Cowley Marketing creative team. Final design yet to be determined.

Section 3

Evaluation Criteria and Proposal Content

3.1 BID EVALUATION CRITERIA

The evaluation shall be based on the numerical rating set forth below. In addition to the below attachments, we ask that vendors provide examples of vehicle wraps previous completed by the company. Factors not specified in the Request for Bid/Quote shall not be considered, although the below criteria may have subcomponents used in rating not identified in this document.

A. Attachments:

- Attachment I – Bid/Quote Certification
- Attachment II – Bid/Quote Sheet
- Attachment III – Warranty

Section 4.0

Proposal Instruction

4.1 DEADLINE FOR WRITTEN QUESTIONS RELATING TO THE RFB

The deadline for written questions is 4 pm CST on 07-16-18. Send questions to Abby Hollins by email at abby.hollins@cowley.edu. Additionally, Abby Hollins can be reached at 620-441-8454. Mrs. Hollins is the only person authorized to provide a formal response to any questions. No other Cowley College employee is authorized to make any statement that would bind the Cowley College with regard to this RFP.

4.2 SUBMITTAL INSTRUCTIONS

This RFB may not exceed 25 single-sided pages (maximum 8½" x 11") with a minimum of 10 pt. type. Submissions exceeding the page limit will be considered non-responsive and will be returned to the applicant without further evaluation. The attachments above are not included in the page limit.

RFB shall be received by Cowley College no later than 4:00 PM, CST, on 07-16-2018. The proposals shall be mailed and will be date stamped upon receipt by Cowley College. RFB may also be email to abby.hollins@cowley.edu. After the deadline and upon request, a representative of Cowley College will have available the names of those Contractors submitting bids/quotes. No other public disclosure will be made until after the award of the contract. Any bid/quote received after this date and time shall be rejected. Respondent may withdraw its bid/quote at any time prior to the time and date set for opening.

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Proposals may be mailed or delivered to:

Cowley College

ATTN:

125 S 2nd St.

Arkansas City, KS 67005

RFB: 2018-0001

Bid/Quote may be in a sealed envelope marked:

Contractor Name, Address, and Phone Number

RFB No: 2018-0001

RFB Title: New Bus Graphics

RFB Due Date: 07-16-2018

Proposals should be emailed with a subject line:

New Bus Graphics

Attachment I – Bid/Quote Certification

The undersigned applicant, in response to Cowley College Request for Bid for New Bus Graphics having carefully examined the bid documents and being familiar with the conditions surrounding the proposed purchase, hereby proposes to provide such services meeting the requirements outlined in this Request for Bid/Quote, in accordance with the RFB attached hereto.

Respondent hereby certifies: (a) that this bid/quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFB is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Signage Contractor

Phone

Address

Fax

Federal I.D. or SSN

Signature

Date

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Attachment II – Bid/Quote Sheet

Item No.	Qty	Description of Work	Bid/Quote Per Product	Total Bid/Quote Price
			\$	\$
			\$	\$
			\$	4
			\$	\$
			\$	\$
			\$	\$
		TOTAL COST	\$	\$

All products shall be bid FOB Arkansas City, KS

Specify Deliver Time (After Receipt of Order (ARO)) _____

Include, on a separate sheet, other information required. Attach to Bid Sheet any exception to the specifications.

VENDOR/WEB ADDRESS: _____

CONTACT: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ FAX _____

SIGNATURE: _____ DATE _____

Attachment III - WARRANTY/GUARANTEE

We hereby warrant and guarantee the product, which we have delivered in accordance with the provisions of Cowley College RFB, for three (3) years from the date of the delivery and acceptance by Cowley College which covers peeling, excessive fading and cracking.

We warrant and guarantee that the materials and finishes furnished under this contract are of the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects not inherent in the quality required or permitted; and that the work conforms with the requirement of the contract documents.

We agree to repair or replace, to the satisfaction of Cowley College, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or material that prove defective within the warrant / guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper or insufficient maintenance or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional twelve (12) month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize Cowley College to proceed to have defects repaired and made good at our expense, and will pay the costs and charges; therefore, immediately upon demand.

(Signature of Vendor)

(Date)